



LeaderFUND Request Form

Section I: Basic Information

Full Name of Organization	
Organization Representative/President	
Phone Number of Representative	
Email of Representative	
Federal Employee EIN	
On Campus Account # (starts with 41-)	

Section II: Event Information

Was the Event on Campus?	YES	NO
Event Name		
Event Date		
Event Location		

Section III: Allocation Breakdown

Type	Requested	Approved
Supplies for Organization-Hosted Event (no food)		
Registration Costs (\$__ cost times __ of people)		
Lodging Costs (\$__ cost per room x __ rooms x __ days)		
Transportation Costs		
GRAND TOTAL		

Section IV: Additional Information Required

In addition to the information provided above, you <i>MUST</i> also provide the following:	
A letter from the advisor	A brief summary of the event
Receipts from the event or for supplies	Anything else requested by the Finance Committee
<i>Upon receipt of all items, you will be contacted for a hearing on your request.</i>	

Section V: Signatures of Organizational Representative and Advisor

By signing below, you acknowledge you have read the LeaderFUND requirements and regulations located on the SGA Website. In addition, you acknowledge that your organization may receive only \$750.00 per year from LeaderFUND.

ORG. REP. SIGNATURE X: _____ **DATE:** _____

ADVISOR SIGNATURE X: _____ **DATE:** _____

Section VI: SGA TREASURER/FINANCE COMMITTEE USE ONLY!

Approved for Hearing: YES NO	Contacted On: _____
Hearing Date: _____	Total Approved Amount: _____
SGA TREASURER X: _____	DATE: _____